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Job details

Job 1 of 1

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Position/Program Information Under direction performs specialized information security systems analysis and provides expertise in one or more areas of security analysis. May act as a team leader or coordinator. Incumbents in this senior-level class generally report to an information technology supervisor or manager and are distinguished from the Information Systems Analyst II by the complex nature of assignments and lead/coordinator roles assigned, which include coordinating the implementation of complex systems. Incumbents may lead a project team or provide expertise in information security systems analysis, including definition of user requirements, feasibility studies, design, program specifications, testing, and implementation. They also assist project managers in the development of project plans and system integration test plans for new systems or complex security enhancements to existing systems. Incumbents monitor application systems security functionality, participate in development of management procedures and quality standards. Incumbents have the ability to lead others, monitor schedules, and coordinate activities. Information Systems Analysts are distinguished from Application Developers in that they generally do not perform programming duties and are not required to have programming knowledge and experience.

Essential Job Functions

- Performs enterprise-wide risk assessments to ensure compliance with departmental Information Security policy, procedures and standards. Creates and maintains risk mitigation plans in response to identified gaps and deficiencies.
- Performs enterprise-wide vulnerability assessments to identify potential security threads. Creates risk mitigation plans in response to identified gaps and deficiencies.
- Serves as directed identifying recommendations related to access, risk

and vulnerability management.

- Provides specialized expertise for development and introduction of new innovative security initiatives in alignment with Industry Best Practices.
- Participates in process development to ensure consistency with Information Security objectives.
- Serves as lead for technical enterprise-wide Information Security objectives.
- Participates in process development to ensure Information Security policy and standards are applied appropriately.
- Participates in the Countywide Computer Emergency Response Team (CCERT) Departmental Computer Emergency Response Team (DCERT), and Security Engineering Teams (SET).

Requirements

This examination is restricted to permanent Department of Mental Health employees.

Selection Requirements :

Two (2) years of experience at the level of Information Systems Analyst II* performing information systems analysis and design in a centralized information technology organization, one (1) year of which must be performing information security systems analysis and design.

Physical Class

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Desirable
Qualifications**

- Experience leading information security projects
- Knowledge of Federal security cryptographic modules
- Experience working in a regulated information security industry such as healthcare or financial services
- Industry certification in information security, such as Certified Information Systems Security Professional (CISSP), Certified Ethical Hacker (CEH)
- Strong interpersonal, verbal, and written communications abilities.

**Special
Requirement
Information**

*In the County of Los Angeles, Information Systems Analyst II is defined as, under general supervision, defines and analyzes requirements and business functions, designs functional systems specifications and tests and coordinates the implementation of new application systems and/or revisions to existing systems.

Verification of Experience: Experience gained in a position performing similar kinds of work which provides the knowledge, skills, and abilities required for the higher level position will be accepted. Experience claimed will be verified and evaluated to determine if the type, level or length of experience is qualifying. Applicants must supply sufficient information for this evaluation to be made. Applicants claiming such experience in County service must present, at time of filing, written proof of this experience in a Verification of Experience Letter approved by their

	<p>Departmental Human Resources Manager or authorized representative. Credit will only be given for out-of-class experience to meet the selection requirements only.</p> <p>Withhold Information: Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.</p>
Examination Content	<p>This examination will consist of two parts:</p> <p>Part I: An evaluation of training and experience based on application and Supplemental Application Form information weighted 50%.</p> <p>Part II: An Appraisal of Promotability weighted 50% designed to measure knowledge and skills, verbal and written communication skills, adaptability and dependability, interpersonal and public relations, and leadership skills.</p> <p>Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.</p>
Special Information	<p>Past and present mental health clients and family members are encouraged to apply.</p> <p>While the positions in the Chief Information Office Bureau normally work during regular County daytime business hours, appointees may be required to work any shift, including evenings, nights, holidays or weekends.</p>
Vacancy Information	<p>The eligible list resulting from this examination will be used to fill a vacancy in the area of Chief Information Office Bureau, Information Security, located at 695 S. Vermont Ave., Los Angeles, CA 90005.</p>
Eligibility Information	<p>The names of candidates receiving a passing grade in this examination will be placed on the eligible list in the order of their score group for a period of six (6) months following the date of promulgation.</p>
Available Shift	<p>Any</p>
Job Opportunity Information	<p>Restricted to permanent employees of the above Department who have successfully completed their initial probationary period.</p>
Application and Filing Information	<p>APPLICATIONS FORM MUST BE FILED ON-LINE ONLY. APPLICATIONS WILL NOT BE ACCEPTED BY MAIL, EMAIL, FAX OR IN PERSON.</p>

Fill out your application and **Supplemental Application Form** completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification. We may reject your application at any time during the selection process.

Click on the link below to access the Supplemental Application Form:

https://file.lacounty.gov/dhr/ehr/cms1_186213.doc

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking on the link above or below this bulletin that reads, "Apply to Job" so you can apply online and track the status of your application and get notified of your progress by email.

We must receive your application and supplemental application form by 5:00 pm, PST, on the last day of filing.

Applicants must complete and submit their applications, upload required documents (e.g. Supplemental Application Form, Diploma, Transcripts, Training Certificates, Resume and/or additional examination related documents, etc.) as attachment(s) at the time of filing. Note: If you are unable to attach the required documents, you may fax them to (213) 637-5892 within five (5) business days of on-line filing. Please include examination number and examination title.

ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (i.e. 000-00-0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION.

The acceptance of your application depends on whether you have clearly shown that you meet the REQUIREMENTS . Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process

**County of Los
Angeles
Information**

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

[GENERAL EXAMINATION INFORMATION](#)

OR

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department
Contact Name**

Celia Yeung

**Department
Contact Phone**

(213) 738-4634

Department
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ADA Coordinator
Phone (213) 738-2823

Teletype Phone (800)735-2922

California Relay
Services Phone (800)735-2922

Job Field Information Technology

Job Type Professional

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